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Missouri Department of Social Services
Children's Division
Critical Event Case Review Tool Kit Instructions
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PURPOSE:

The Critical Event Tool Kit is a collection of tools used by staff, designated by the CD Regional Director to conduct independent case reviews in response to a Critical Events. Every critical event requires completion of a *CS-23*, however; not every event requiring completion of a CS-23 requires a *Critical Event Tool Kit*.

- For category A, B and C, a *CD-164 Tool Kit* is required.
- For category D and E, a *CD-164 Tool Kit* **is not required,** unless the staff is directed by the Regional Director or Central Office to complete one.

Critical Event Case Review Tool Kit

The Critical Event Tool Kit consists of the following forms:		
Critical Event Case Review	**CD-164** Critical Event Case Review	Used to review the current Critical Event Case Review in a family home
	CD-164 RF Critical Event Case Review - Resource Families	Used to review the current Critical Event Case Review in a resource family home
Log of Prior History (CA/N, AC, FCS and IIS)	**CD-164 A** Log of Prior History	Use to log all prior history including CA/N history and current open or closed AC, FCS or IIS cases
Review of Open Cases	**CD-164 FCS** Critical Event Case Review – Open FCS	Used to review open FCS cases
	CD-164 AC Critical Event Case Review – Open AC	Used to review open AC cases
	CD-164 IIS Critical Event Case Review – Open IIS	Used to review open IIS cases
Review of Prior Cases	**CD-164 CAN_P** Critical Event Case Review – CAN Prior	Used to review CA/N priors relevant to the current Critical Event
	CD-164 AC_P Critical Event Case Review – AC Prior	Used to review AC prior cases relevant to the current Critical Event
	CD-164 FCS_P Critical Event Case Review – FCS Prior	Used to review FCS prior cases relevant to the current Critical Event
	CD-164 IIS_P Critical Event Case Review – IIS Prior Incident	Used to review prior IIS cases relevant to the current Critical Event
Staff Interviews	**CD-164 B** Critical Event Case Review – Staff Interview	Used to conduct interviews with staff connected to the current event, open case or prior cases (relevant to current critical event)
Observations from Critical Event Case Review	**CD-164 C** Critical Event Case Review – Observations from Critical Event Case Review	The reviewer will summarize findings from all case records reviewed and interviews noting any practice concerns or practice trends. Observations may include issues related to law, policy, practice and training.

Case Review of Critical Event

When a *Critical Event Tool Kit* is necessary, staff will conduct a critical event review for the current critical Event. If the event occurred in the family home a *CD-164* is used. If the event occurred in a resource home a *CD-164RF is used.*

Log of Prior History (CA/N, AC, FCS and IIS)

The CD-164 is used to log in all of the prior CA/N history including CA/N reports and open cases. CA/N history includes indentifying information, a description of the allegations and a brief summary of the worker's findings. FCS, AC and IIS cases include indentifying information, dates of service, case status (open or closed) and documented observations or comments about the case. This should include a general description of the reason or concern that brought the family to the attention of the Division.

Review of Open cases

The CD-164 FCS, CD-164 AC and the CD-164 IIS are used to conduct reviews of open cases.

Review of Priors

A CD-164 CAN P is used to review each CA/N Report listed in the CD-164A relevant to the current critical event.

The CD-164 FCS P, the CD-164 AC P and the CD-164 IIS P are used to review prior FCS, AC and IIS cases relevant to the current Critical Event. One form is used to review each prior case.

The term "relevant" used above refers to prior CA/N or prior open cases involving similar incidents or allegations of CA/N or imply a general history of abusive or neglectful behavior which may be related to the current event.

Staff Interviews

The CD-164B may be used to document interviews with staff who have worked with the family on the current critical event, prior incidents or through case management.

Document the worker's answers to the questions and any recommendations the worker has in regard to practice, policy or training.

Observations from Critical Case Review

The CD-164C is used to document observations from the critical event case review. The reviewer will tie together information from all case records reviewed and interviews conducted and summarize the reviewers overall impressions and note any practice concerns and practice trends.

NUMBER OF COPIES AND DISTRIBUTION:

Complete all of the forms necessary in the *Critical Events Tool Kit;* attach them to an email and send them to DSS.CD.CriticalEventReport@dss.mo.gov and carbon copy to the Circuit Manager and Regional Administrator within specified timeframes.

Memorandum History:

CD10-130, CD13-